**Silicon Valley Chapter**

**Meeting Minutes, 2012-13-14**

**Meeting Minutes (draft)**

**SLA Silicon Valley Chapter**

**Holiday Dinner Party & Award Recognition**

**Thursday, December 4, 2014**

**7:00-9:00pm**

**DishDash, 190 S. Murphy Ave.**

**Sunnyvale, California**

**Business Meeting (called to order by the president at 8:44 PM)**

A draft of the minutes of the 2014 Chapter Business Meeting was sent out to the membership prior to

the meeting via the chapter MailChimp list and copies were provided at the meeting. Kathleen Gust

moved to accept the minutes. The motion was seconded by Valerie Sweeley and approved by

unanimous vote of members present.

President Mihoko Hosoi thanked the currently serving board members for their service and passed the

meeting chair to Nominating Committee Chair

Nominating Committee

Philip Gust to present the nominees for the Executive Board:

• Elisa Ewing – President-elect

• Rachael Devine - Treasurer

• Cybil Schroder – Director-at-large

• Chrystelle Browman – Director-at-large

These board members carry over for 2014:

• President: Cory Laurence

• Past President: Mihoko Hosoi

• Secretary: Rachael Davis

The slate of nominees was approved by acclamation of the members present.

The meeting chair was returned to President Mihoko Hosoi.

Patricia D'Cruz moved to adjourn the meeting. The motion was seconded by Linda Yamamoto and

approved by unanimous vote.

**Business Meeting adjourned at 8:49 PM**

Awards Ceremony

Members of the Awards Committee: Philip Gust (chair), Helen Josephine, Kathleen Gust

• Mark H. Baer Award to George Plosker for long-term service to the chapter and

the profession.

• Lucy Steelman Award to Mihoko Hosoi for initiating and running the chapter

mentoring program.

• President’s Award for going “above and beyond” to Chrystelle Browman and

Libby Trudell.

• Published Member Award to Libby Trudell for her articles on

Competitive Intelligence Tools and Crowdsourcing Content on the FreePint

Information Network.

*Minutes to be approved at the Annual Business Meeting in 2015*

Respectfully submitted by,

Rachael Davis

Secretary, Silicon Valley Chapter SLA

December,2014

 **SLA-Silicon Valley Chapter Board Meeting**

**Thursday, 28 March 2013**

**Via Teleconference**

**In attendance:**

Philip Gust (President)

Mihoko Hosoi (President-Elect)

Kathleen Gust (Treasurer)

Linda Yamamoto (Secretary)

Cindy Hill (Program Director)

Judith Mills (Vendor Relations)

Carolyn Billheimer (Tours)

The meeting was called to order at 7:37 pm.

**Approval of previous minutes**

The minutes of the 31 January 2013 Board meeting were approved after amendments. **Brief status reports** - Treasurer's financial report on February and March events (Kathe)

February event – Menlo Park Library charged only 2.5 hours instead of 3 hrs

$239.38 cost, income $

March event – Grateful Dead Tour generated $350.38 in income as speakers couldn’t stay for lunch - Status of upcoming events: April Filoli tour and Taxonomy 102 meeting

- Filoli tour – 16 have signed up so far, with 4 spaces left; 14 have signed up for lunch; Carolyn needs food choices by tomorrow to forward to Filoli

- 50% payment by April 5 for tour

- 100% payment for lunch on April 5

- Helen looking for Los Altos location for May meeting; speaker identified

**Old business:** - Vote on motion to approve SLA-SF/SLA-SV joint meeting agreement

Motion made and moved w/discussion online; no further discussion

Motion carried unanimously

- Action: Phil will forward to Anne Barker

**New business:**

- Consideration of proposed 2013 budget

Kathe sent out amended budget earlier this week; no further proposed changes

Approved without opposition

NOTE:

- If expenses to be spent in budget do not need addition approval

- New expenses not in budget require approval

- Adjustments to joint meeting budget require addition approval

- Assumes zero baseline for events for the year (not per event)

- Judith asked how much seed money is needed for the Joint Chapters meeting; SF Bay Region Chapter not far along enough to tell us anticipated expenses

- We tend to build in a budget for the American West Reception, but sometimes we don’t use it. Last year’s reception was fully supported by vendors so we didn’t use chapter funds.

- Consideration of procedure for appointing committee chairs, assistant chairs, and members

Proposed procedure was circulated earlier this week in response to Phil’s answer to a query from Judith Mills; we have no standing rules or recommended practices for appointments.

**Proposed procedure:**

The chapter President appoints committee chairs subject to board review, as is the case with any action taken by the president. The committee Chairs serve at the pleasure of the President. Committee members and Assistant Chairs are appointed by the committee Chair, in consultation with the President and subject to Board review. They serve at the pleasure of the Chair. If a committee Chair steps down or decides not to continue for another year, the President would normally look first to the Assistant committee chair to fill the position.

- Kathe: This procedure wouldn’t stop a member from approaching the President to volunteer?

Phil: No, it doesn’t matter how the President becomes aware of candidates

- Program Directors are not necessarily members of the Board, but are often are Board members simultaneously

- It’s been the practice for several years, but we should formally approve the procedure

Motion approved unanimously after discussion.

**Committee of the Whole** President and Secretary may participate in the discussion on an equal basis.

Kathe moved to table discussion of the Committee of the Whole, Cindy seconded for the purposes of discussion of the following two topics

(Carolyn exited the meeting)

**Discussion on forming a standing membership committee** to handle membership-related functions, including recruiting, outreach to event and discussion list guests, renewal reminders and lapsed members, and on-boarding new members.

**Background:** Since we haven’t had a President-Elect in a while, Kathe has been thrust into this position for 3 straight years, but these functions are important enough to create a standing committee as the President-elect has a lot of other things to do in his/her role.

Mihoko had assumed she was responsible for these functions, and hasn’t found on-boarding new members too challenging.

- There are 138 active members, 14 new members. Many of the new members’ names were familiar, so perhaps they let their membership lapse and rejoined.

Kathe: One person can do follow-up on new and lapsed members; anything beyond that is more difficult and an opportunity to train the incoming President.

- SLA Headquarters already sends members two reminders to renew and sends a welcome message to new members.

Mihoko wondered if the process be simplified.

- Writing up responsibilities may be something we want to do and circulate

**Action item:** Phil will put together some ideas and send them out.

**Discussion on Mihoko's and Deb Hunt's recent email exchange on adding more value to the membership and Linda Yamamoto's recent comment on limiting membership on the chapter list to members only**

Phil: The Membership Chair should be able to contact a person in Peru and ask why they wouldn’t be members of the Chapter.

Mihoko had tried to recruit members and one of her staff told everyone that it’s not worth it since there are so many free services offered

According to SLA Headquarters, it costs $400 to service members who pay $200 per year

Discussion to be continued via email.

Meeting adjourned at 8:34 pm.

Respectfully submitted,

Linda Yamamoto

SLA-SV Chapter Secretary

**SLA-Silicon Valley Chapter Board Meeting**

**Thursday, 31 January 2013**

**Via Teleconference**

**In attendance:**

Philip Gust (President)

Mihoko Hosoi (President-Elect)

Kathleen Gust (Treasurer)

Linda Yamamoto (Secretary)

Patricia D’Cruz (Communications)

Helen Josephine (Hospitality)

Cindy Hill (Program Director)

Luisa Claeys (Tours)

Judith Mills (Vendor Relations)

The meeting was called to order at 7:04pm.

**Approval of previous minutes**

The minutes of the 26 June 2012 Board meeting were approved after corrections.

**Old business: none**

**Officers and quarterly committee reports**

Phil: Quarterly reports can be made at any meeting. Committee chairs are welcome to attend

any board meeting and participate in discussions, but unless they are a member of the Board,

they cannot vote.

**- Treasurer (Kathleen)**

As of end of 2012:

$6,475 income: mostly from Jobline ($1,600 over the last 2 years), dues allotment, and a

modest profit on American West reception

$4,321 expenses

$2,154 net

Since the San Francisco Bay Region Chapter is handling the Jobline this year we won’t be

receiving that income

SLA HQ is sending the chapter Quicken Personal Finance

Phil will recommend to SLA HQ Treasurer to use Quicken for Home and Small Business ($70),

which handles accounts receivable and payable

Judith Mills suggested using QuickBooks instead

**- Programming (Cindy)**

8 events planned, plus 3 tours (2 confirmed)

- tour Grateful Dead Archive in Santa Cruz on March 16

- tour of Monterey/Hopkins Marine Station in October

- Filoli tour is still in logistics/planning stage

- 1 webinar in March

- 5 in-person meetings

- 2 social dinners (neighborhood dinners and a dinner at Internet Librarian)

- No events in November

- Business meeting/holiday party in December

- Joint Chapters meeting in May

- Cindy: A heads-up that Anne Barker, President of the SF Bay Region Chapter will request that

their chapter take over the planning of Joint meeting this year, since they didn’t plan this year’s

joint BayNet meeting, but are scheduled to do 2 next year.

- Last year when the SF Chapter took the lead, our chapter lost $600, and the previous time

they hosted our chapter lost $1000, while our chapter has always broke even or come close

when our chapter planned the meetings.

- Phil has been talking with Anne about a protocol to manage expenses by having both boards

approve all expenses. The SF Chapter Board has approved this in concept; they want to

wordsmith the protocol a bit so it doesn’t look like one board is micromanaging the process.

Boards have to approve expenses that are over the proposed budget, otherwise they are

violating their charters. Phil has suggested that the Boards can meet as a Google Group or via

email.

- The Board has no problem switching the year when we lead the planning of the Joint

Chapters meeting as long we have a protocol in place to manage expenses. Phil will work with

Anne to get the protocol approved by both Boards.

- Cindy will make clear to Hilary (SF Chapter Director of Programs) our concerns that our

chapter has a goal of a zero-cost or profitable meeting and move forward on planning.

- SF Chapter will have a taxonomy webinar with Marjorie M.K. Hlavawhich (President and Chairman

of Access Innovations, Inc.) is a deeper dive than a basic introduction

- Cindy mentioned to Chris Orr (SF Professional Development Chair) about being scooped with

Natasha Bergson-Michelson and the Taxonomy programs, which Cindy had planned for our

chapter

- Proposed a joint webinar series in future with SLA-SF Chapter and other partnership

opportunities

- Topics breakdown of our programs: technology, management, information/social

- American West reception: Sierra Nevada Chapter is in charge this year

**- Tours (Luisa)**

2012 tours:

Two tours were held:

- Computer History Museum on August 23, 4-5pm with Wynn Dobyns as docent, $6 at the door,

about a dozen people attended

- Joint Chapters’ behind the scenes members-only tour of Cantor Center for Visual Arts at

Stanford on November 29, 4-7pm, $5, 18 people attended; Kim Ewart of the SF Chapter (Asst.

Director of Programs) was lead

2013 tours:

- Grateful Dead Archive tour

Phil has been very helpful with arranging the tour; he has contacted Nicolas Meriwether

(archivist) urging haste in nailing down details

25 spots available; Helen will activate Paypal; Hospitality committee will take care of collecting

payments, and the sign-up form will ask about carpooling

The Archive doesn’t open until 11am, so it’ll probably be an afternoon thing

Cost: $10 members, $15 non-members

- Carolyn Billheimer will take the lead on the Filoli tour

**Internet Librarian**

If complex to arrange, then Hospitality will help with registration

Judith asked if we still get $8/registration for Internet Librarian; Kathe noted that we still

haven’t received a check for last year’s; don’t know if they plan to do it again this year

**- Hospitality (Helen)**

Working on a program on Feb 20 at the Menlo Park Public Library.

Cindy: Helen and Judith – can we move to 25th or 26th? It’ll give us more of a cushion; Helen will

call the library tomorrow to see if that will work.

Next up: March 16 tour, then a webinar

**- Vendor relations (Judith)**

The committee now has additional members!

- Always easier to get vendors at beginning of year, holiday party is worst time, because

vendors see that they’ve spent out their budget

- Judith would like to work with the Program Committee to get as much advance warning of

programs so that she is able to spend more than a month to raise funds; she would also like to

have info about the meeting to give to the vendors so they know what they’re funding and also

estimated turnout – they want to know in advance

- Cindy and Jeanie Frasier are working on a planning chart so Judith can have it by June or July;

Phil and Kathleen have been pushing for this. Phil suggested that Judith look at the chart to see

which ones she’d like to target for vendors and the kind of vendors who would be interested

- Much easier to get funding from vendor members who are based in the Bay Area

**New business:**

Proposal: Allow reimbursement to board members and others for long-distance charges to

attend Board meeting via teleconference. Members who wish to be reimbursed should send

their phone bill with charges circled to Kathleen. Cindy suggested that this policy be reviewed

every 3 months.

Motion passed.

Phil would like to present a gift of appreciation of up to $50 in cost to Kate Arnold (SLA

President-Elect) as she woke up at 4am to speak to our membership via Skype at the Holiday

party. Motion was passed.

Phil proposed confirming the existence of standing committees:

o Programming

o Tours

o Hospitality

o Vendor Relations

o Communications (combines website, blog, YouTube channel, etc)

as well as invite the chairs to attend any meeting they choose.

- Phil wants the role of the Board to be more strategic, while the 5 committee chairs would be

more operational, to encourage more participation by chapter members

- Helen wondered about whether or not there would be a problem with Board members who

are also committee chairs; Patricia and Cindy (Directors-at-Large), who are both Board

members and committee chairs didn’t see a problem with that.

Motion passed, and personal choice would dictate whether people who headed committees

could also run for a director-at-large (voting) seat on the board at the same time.

**- 2013 budget process**

Kathleen will draft a proposed budget and get input from the chairs of standing committees

and report back at the next meeting.

**- Creation of Standing Rules and possible revisions to chapter Bylaws**

Bylaws are currently vague and Helen noted they are deliberately so, but currently there are no

standing rules for doing things without a vote of membership.

Create ad hoc committee to report back at April meeting using Google Groups? Patricia has

done something like this using spreadsheets on Google Drive; Helen says that the Sci-Tech

Division has a "Recommended Practices" document <http://scitech.sla.org/wpcontent/

uploads/2013/02/Sci\_Tech\_Recommended\_Practices\_Feb-2013\_revised.pdf>.

The proposal was tabled and will be revisited in April after Phil talks to others at the SLA

Leadership Meeting in Dallas and asking Cliff Mills (Past President) and the Chapter Archivist for

old versions of chapter documents.

**- Other business**

- Discussion of the Committee as a whole has been postponed to the next Board meeting.

- Phil will be bringing chapter issues and concerns to the SLA Leadership conference, so if you

have any issues, let him know; Patricia suggested that you use the Google Group if you think of

anything; Phil says we could use it as a standing /rolling meeting.

- Uses of chapter funds to benefit members and community, as the chapter is doing well

financially —put on table for the next meeting.

- Patricia says we had a Google calendar, and it would be good to sync it with all the events

Cindy is planning; she will look into it.

- Phil reported that we have a non-profit status Google account, which is much like a business

account; he will look into that so the calendar can be synced up with our list.

Meeting adjourned at 8:25pm.

Respectfully submitted,

Linda Yamamoto

SLA-SV Chapter Secretary

Silicon Chapter Annual Business Meeting Minutes 12/06/2012

**Meeting Minutes**

**SLA Silicon Valley Chapter**

**Holiday Dinner Party & Award Recognition**

**Thursday, December 6, 2012**

**6:15 – 9:00pm**

**Mackenzie Room, Huang Engineering Center, Stanford University**

**Stanford, California**

**Business Meeting (called to order 7:18pm)**

A draft of the minutes of the 2011 Chapter Business Meeting was sent out to the membership prior to

the meeting via the chapter discussion list and copies were provided at the meeting. Kathleen Gust

moved to accept the minutes. The motion was seconded and approved by unanimous vote of members

present.

Nominating Committee – Phil Gust presented the nominees for the Executive Board.

􀀀 President: Phil Gust

􀀀 President Elect: Mihoko Hosoi (self-nominated at meeting)

􀀀 Treasurer: Kathleen Gust

􀀀 Director-at-large: Cindy Hill

􀀀 Director-at-large: Patricia D’Cruz

These board members carry over from 2012:

􀀀 Past President: Cliff Mills

􀀀 Secretary: Linda Yamamoto (second year of two-year term)

Phil noted that the chapter was still looking for a second Programs Chair. Jeanie Fraser volunteered

for the position.

The slate was approved by acclamation of the members present.

Phil Gust moved to adjourn the meeting. The motion was seconded and approved by unanimous vote.

**Business Meeting adjourned at 7:23pm**

Awards Ceremony

􀀀 Mark Baer Award awarded to Phil Gust

􀀀 Lucy Steelman Award awarded to Deb Hunt & David Grossman

􀀀 President’s Award for going “above and beyond” given to Kathleen Gust

􀀀 Published Member Award given to Sandra Hirsch

*Minutes to be approved at the Annual Business Meeting in 2013*

Respectfully submitted by,

Linda Yamamoto

Secretary, Silicon Valley Chapter SLA

December, 2012